TRAINING NUGGETS

Career development
for F&FR employees,
supervisors,
and managers

Continuous learning ~ a life-long journey!

What's Here?

- What are they and why?
- Current training nuggets
- Format
- Where are they?
- How to access
- That's all…

What Are They and Why

- Stand-alone Power Point presentations designed for Navy Fleet and Family Readiness (F&FR) employees, supervisors and managers
- While intended for "newer" folks, these are also useful for conducting on-the-job training and refresher sessions
- Notes pages expand presentation

What's Available?
Title Pages... Page 1 of 2

Current training nuggets:

- 3-Tier Training
- 5 Vector Model
- Accidents, Injuries and Illnesses
- Accounting Definitions
- Accounting Basics
- APF Budget Process
- APF Budget Execution
- Brainstorming
- Business Based Actions (BBAs)
- Budget Performance
- Cash Handling
- Controlling Alcohol Risks Effectively (C.A.R.E.)
- CNIC-101
- Customer Service – 101
- Customer Service Basics
- Customer Service Basics Handout
- E-mail Protocol
- Effects Based Thinking
- Ethics and Contractors
- Financial Basics
- Financial Decisions
- Golf – Beverage Cart Operator
- Golf – Marshal/Ranger
- Golf – Starter
- Individual Development Plans (IDPs)

What's Available? Title Pages... Page 1 of 2

Current training nuggets:

- Mentoring
- MWR Managers' Desk Reference Executive Overview
- NAF Budget Process
- NAF Disability Plan
- NAF Retirement Plan
- Navy-101
- No Fear Act of 2002
- Phishing
- Power of Diversity
- Prepare for Deployment
- Presentations That Work
- Prioritize Decisions
- Savings & Investment -- 401(k)
- The Hiring Interview
- The (R.A.W.) Test
- *Training nuggets*
- Workers Compensation
- Write/Edit PDs

Format, Page 1 of 3

- Generally, all of the *training nuggets* have the same format and design
- Several were designed by other providers and have preserved their format
- The cover page introduces the subject
- The artwork “cues” the information on the page
- The second page of each serves as a table of contents for the *training nugget*

Format, Page 2 of 3

- Many have one or more introductory pages that set up the *training nugget*, providing an overview of the *training nugget's* purpose or goal
- To enhance the *training nugget* and give presenter's directions, suggestions or additional information, additional information is provided on the notes pages

Format, Page 2 of 3

- *Training nuggets* end with a list of references used to prepare the *training nugget*

  The references may include:

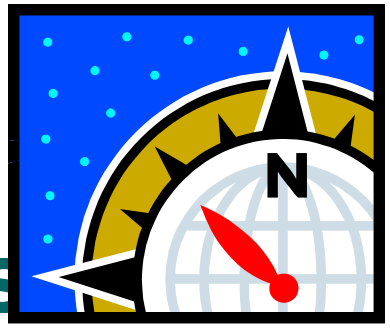
  - Text references
  - Videos
  - Web Sites, etc

- The last page of each *training nugget* invites input, corrections, suggestions and lists a Point of Contact (POC)

Where Are They?

- Distributed to F&FR CSSO HR Offices
- Available for e-mail upload
- Available via mail
- On the MWR Website for download and screen use

Locate Training Nuggets



The following screen shots so how to access
them on the web:

- Navy MWR home page, select training
- Training home page, select resources
- Resources home page, select training nuggets
- Training nuggets home page, select applicable training nugget

View Favorites Tools Help

Search Favorites Media

http://138.164.10.95/

Navy Morale, Welfare and Recreation

Search Go!

Select Your Page

Evaluate the MWR Web site

Media/Resource Prgms
- Navy Motion Picture Service
- Navy General Library Prgm

Mission Essential
- Fitness,PRIMS,Rec.,Liberty,Sports, Afloat Civilian Program

Personnel
- Benefits, Jobs and PDs

Business Activities
- Food,Beverage,Entertainment, Auto Skills, ITT, OutdoorRec,& Flying Clubs

Child & Youth Programs

Training
- Training, Star Service & Intern Program

Information Technology
- AIMS/SAP

Communications

Facilities & Acquisitions

Finance

Program Standards

Legal Services
- Commercial Sponsorship, Insurance, Advertising Policy

Policies & Instructions

Navy Community Service Program

Japan and Asia: Your Passport to Adventure

Are you interested in receiving an interactive CD-ROM about MWR programs and services in Japan and Asia?

Click here to find out how.

Movie Schedules

MWR Liberty Video

Click here for a short video on the Liberty Program.

Please be patient while downloading.

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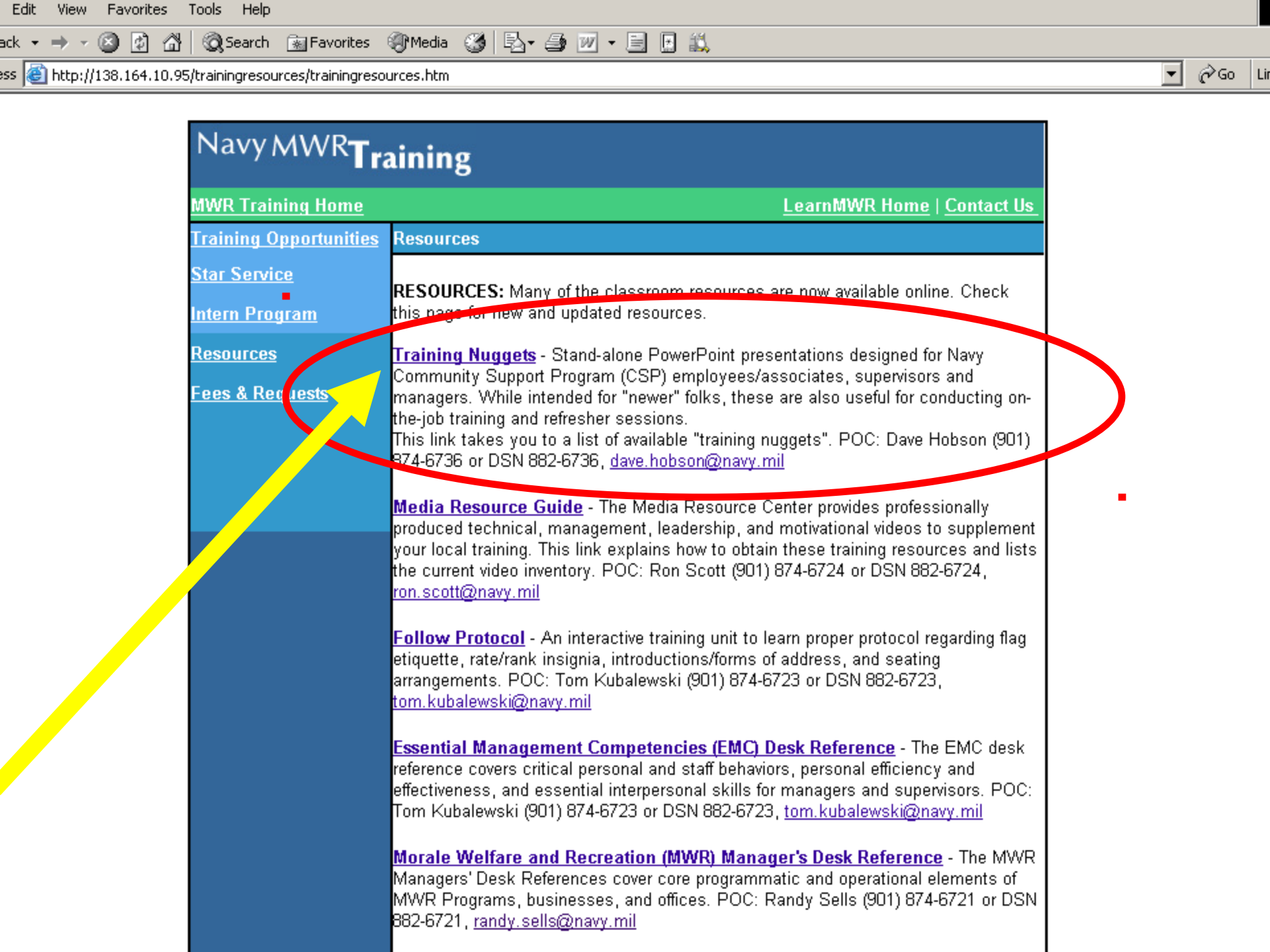
Navy MWR Training

Training Opportunities | Star Service | Intern Program | Resources | Fees & Requests

Preparing Today's Workforce for Tomorrow's MWR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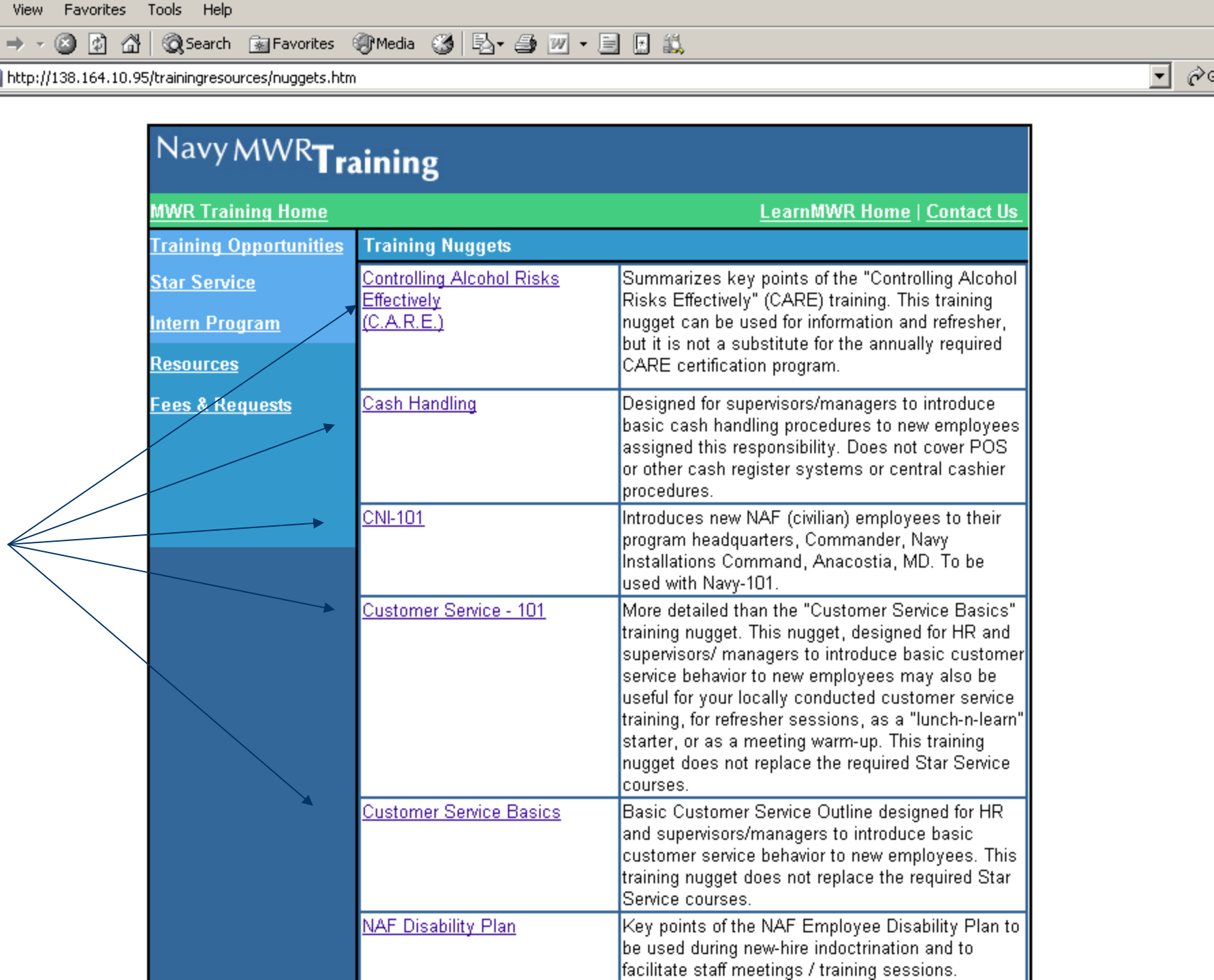
Training Opportunities
Star Service
Intern Program
Resources
Fees & Requests
Resources
RESOURCES: Many of the classroom resources are now available online. Check this page for new and updated resources.
Training Nuggets - Stand-alone PowerPoint presentations designed for Navy Community Support Program (CSP) employees/associates, supervisors and managers. While intended for "newer" folks, these are also useful for conducting on-the-job training and refresher sessions.
This link takes you to a list of available "training nuggets". POC: Dave Hobson (901) 874-6736 or DSN 882-6736, dave.hobson@navy.mil
Media Resource Guide - The Media Resource Center provides professionally produced technical, management, leadership, and motivational videos to supplement your local training. This link explains how to obtain these training resources and lists the current video inventory. POC: Ron Scott (901) 874-6724 or DSN 882-6724, ron.scott@navy.mil
Follow Protocol - An interactive training unit to learn proper protocol regarding flag etiquette, rate/rank insignia, introductions/forms of address, and seating arrangements. POC: Tom Kubalewski (901) 874-6723 or DSN 882-6723, tom.kubalewski@navy.mil
Essential Management Competencies (EMC) Desk Reference - The EMC desk reference covers critical personal and staff behaviors, personal efficiency and effectiveness, and essential interpersonal skills for managers and supervisors. POC: Tom Kubalewski (901) 874-6723 or DSN 882-6723, tom.kubalewski@navy.mil
Morale Welfare and Recreation (MWR) Manager's Desk Reference - The MWR Managers' Desk References cover core programmatic and operational elements of MWR Programs, businesses, and offices. POC: Randy Sells (901) 874-6721 or DSN 882-6721, randy.sells@navy.mil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Training Opportunities
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Intern Program
Resources
Fees & Requests
Training Nuggets
Controlling Alcohol Risks Effectively (C.A.R.E.)
Summarizes key points of the "Controlling Alcohol Risks Effectively" (CARE) training. This training nugget can be used for information and refresher, but it is not a substitute for the annually required CARE certification program.
Cash Handling
Designed for supervisors/managers to introduce basic cash handling procedures to new employees assigned this responsibility. Does not cover POS or other cash register systems or central cashier procedures.
CNI-101
Introduces new NAF (civilian) employees to their program headquarters, Commander, Navy Installations Command, Anacostia, MD. To be used with Navy-101.
Customer Service - 101
More detailed than the "Customer Service Basics" training nugget. This nugget, designed for HR and supervisors/ managers to introduce basic customer service behavior to new employees may also be useful for your locally conducted customer service training, for refresher sessions, as a "lunch-n-learn" starter, or as a meeting warm-up. This training nugget does not replace the required Star Service courses.
Customer Service Basics
Basic Customer Service Outline designed for HR and supervisors/managers to introduce basic customer service behavior to new employees. This training nugget does not replace the required Star Service courses.
NAF Disability Plan
Key points of the NAF Employee Disability Plan to be used during new-hire indoctrination and to facilitate staff meetings / training sessions.

That’s all for now…

More coming!

Suggestions and requests to:

Commander, Navy Installations Command (CNIC)
F&FR Training Branch, N947
Millington, TN 38055-6540

Com: (901) 874-6727 DSN: 882-6727
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